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DEPARTMENT OF EDUCATION OF PORTO RICO
Office of the Commissioner
San Juan.

Circular Letter No. 465

August 23, 1907.

To Superintendents,

Gentlemen:-

Your attention is especially called to certain necessary regulations in regard to matters of correspondence with this office.

It is especially desirable that all communications sent to the office should be written on letter paper of standard size, that only one subject should be treated in a single letter, and that all letters should be addressed to the Commissioner of Education.

When letters are referred to you endorsed from this office, they should invariably be returned with your reply appearing in the form of a second endorsement on the same wrapper, or if your reply is too extended to be placed on the wrapper, with an endorsement calling attention to the enclosure which forms your reply.

The use of the telegraph should be restricted to business of absolute urgency, in order that the charges for telegraph service may not exceed reasonable limits.

Respectfully,

(Signed) Edwin G. Dexter
Commissioner of Education

E.W.L. KBH)3660